

## Quarterly Reporting Summary and Template

Quarterly progress reports are due 30 days after the end of each federal fiscal quarter, or:

<u>Performance Period</u>	<u>Report Due</u>
Oct – Dec	Jan 30
Jan – March	April 30
April – June	July 30
July – Sept	Oct 30

The quarterly reports will be completed in the format described in this guidance and copies will be sent to the following three (3) email addresses (street address can be provided by your project officer if needed):

1. EPA Region 4 Project Officer
2. EPA's Brownfields Data Manager (bf\_forms@epa.gov)
3. State Brownfields Coordinator (obtain from your project officer)

The purpose of the reporting template is twofold: first, to align project tasks with the specific milestone, delivery dates and responsible party; second, to provide a convenient vehicle for quarterly reporting of each task against the approved workplan. Please use the attached template as a guide and replace with the tasks appropriate to your grant.

### *Breaking out Project Costs:*

Project costs for community-wide assessment recipients must be broken down by site. This is to ensure that any one site does not account for costs exceeding the \$200,000 statutory maximum allowed per site.

Furthermore, project costs must also be accounted for according to the hazardous and petroleum accounting codes. This means that the budget status must break out the hazardous and petroleum costs. This may involve judgment calls for sites which contain both hazardous and petroleum contaminants. The following guidelines are recommended:

- 50% split between funding sources for general tasks programmatic costs
- Allocation between funds based on a logical, consistently applied, rationale. For example, a site may have a 70/30 allocation split based on relative volume of waste or cost. Document the allocation justification in the project file.

The quarterly report also needs to have a budget update to verify that the budget is still on schedule. Changes to the budget require EPA notification. Once the cumulative changes exceed 10% of the total budget, a formal grant amendment is required. Also note prior budget discussion in the quarterly reporting section of this guidance, regarding site-specific budget detail.

### **Example Quarterly Reporting Template:**

CAR Name: Cooperative Agreement Number: Date Submitted: Quarterly Report Number:			
<b>Task 1: Project Management and Reporting</b>			
Subtask / Activity	Deliverable/ Outputs / Milestone	Target Date <sup>a</sup>	Lead Party
A. Assemble internal team, including technical, financial, managerial. Establish project schedule.	Team established, agreement written. Schedule developed.	Qtr. 1	PM, team
B. Prepare bid documents for procuring contractor support.	Bid package complete.	Qtr. 1	City Engineer
C. Select contractor.	Contractor selected	Qtr. 2	PM
D. Kick-off meeting held.	Kick-off meeting complete	Qtr. 2	Team
E. Grant Project Reporting and Performance Evaluation:			PM
a. Quarterly Progress Reports to EPA & State	Quarterly Progress Reports (10 days after end of qtr.)		PM, team
b. Final Grant Reporting	Final Rpt (90 days after grant)		PM
F. Attend Regional & National Brownfields workshops			PM
<b>Cost Estimates for Task 1<sup>b</sup>:</b> 1) Travel to Decatur: Flight: \$300 Hotel: \$120/day x 2 night = \$240 Per diem: \$60/day x 3 = \$180 Total: \$620 x 2 people = \$1240 2) Local site reltd travel: \$0.53/mi = \$500/yr x 3 years = \$1500			
Actual Accomplishments and Progress Reporting for <i>(fill in the blank)</i> Reporting Period: <i>Use this area to provide a description of the progress made during the reporting period for this task. Be detailed and descriptive.</i>			

CAR Name: Cooperative Agreement Number: Date Submitted: Quarterly Report Number:			
<b>Task 2: Public Involvement</b>			
Subtask / Activity	Deliverable/ Outputs / Milestone	Target Date	Lead Party
A. Setup Information Repository for Public Information	Files made publicly available.	Qtr. 1	PM, team
B. Detailed demographic assessment	Assessment complete, part of	Qtr. 1	Team

<sup>a</sup> The project schedule needs to be more detailed and specific than the overall completion quarter represented here.

<sup>b</sup> If personnel costs have been approved for the agreement, provide detailed estimates of time commitments related to task here. See EPA's link on the prior page for details.

C. Public Involvement Plan Developed	Plan. Plan Complete	Qtr. 1	Contractor
D. Media, Electronic & Social Networking Systems Updated	Radio, TV, flyers newspaper, etc	Every Qtr.	Team
E. Meetings to describe project/schedule and/or updates Kick-off meeting Update after Phase I Update after Phase II Project completion with ABCA	Meetings Conducted	Qtrs.: 2, 4, 8, 10	PM, Team
<b>Cost Estimates for Task 2:</b> (include cost estimates here)			
Actual Accomplishments and Progress Reporting for <i>(fill in the blank)</i> period: <i>Use this area to provide a description of the progress made during the reporting period for this task. Be detailed and descriptive.</i>			

CAR Name: Cooperative Agreement Number: Date Submitted: Quarterly Report Number:			
<b>Task 3: Site Inventory and Characterization</b>			
Subtask / Activity	Deliverable/ Outputs / Milestone	Target Date	Lead Party
A.			
B.			
C.			
D.			
<b>Cost Estimates for Task 3:</b> (include cost estimates here)			
Actual Accomplishments and Progress Reporting for <i>(fill in the blank)</i> period: <i>Use this area to provide a description of the progress made during the reporting period for this task. Be detailed and descriptive.</i>			

CAR Name: Cooperative Agreement Number: Date Submitted: Quarterly Report Number:			
<b>Task 4: Cleanup Planning and Institutional Controls</b>			
<b>Subtask / Activity</b>	<b>Deliverable/ Outputs / Milestone</b>	<b>Target Date</b>	<b>Lead Party</b>
A.			
B.			
C.			
D.			
<b>Cost Estimates for Task 4:</b> (include cost estimates here)			
Actual Accomplishments and Progress Reporting for <i>(fill in the blank)</i> period: <i>Use this area to provide a description of the progress made during the reporting period for this task. Be detailed and descriptive.</i>			

Budget updates template included here is for quarterly reporting only. SF424 budget forms suffice for final workplan budget documentation. Community-wide quarterly budget reporting must be site-specific (separate from this chart).
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**Hazardous Substance Budget**

Budget Update:

Expense Category	Current Approved Budget (from work plan)*	Costs Incurred This Quarter	Costs Incurred To Date	Total Funds Remaining
Personnel				
Travel	\$15,000			
Equipment				
Supplies	\$5,000			
Contractual	\$180,000			
Other				
Total	\$200,000			

**Petroleum Substance Budget**

Budget Update:

Expense Category	Current Approved Budget (from work plan)*	Costs Incurred This Quarter	Costs Incurred To Date	Total Funds Remaining
Personnel				
Travel	\$15,000			
Equipment				
Supplies	\$5,000			
Contractual	\$180,000			
Other				
Total	\$200,000			

\* example budget figures. Use the actual budget figures from the SF424

**Site Specific Budget Summary:**

Site Name	Current Quarter Costs	Cumulative Costs Incurred to Date